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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Special Staff, Logistics Office

DATE: 28 May 1953

FROM : Chief, Administrative Staff, Logistics Office

SUBJECT: Weekly Activity Report

1. GENERAL(a) Agency Regulations (continued item)

Fifteen proposed Agency regulations were submitted by the divisions during the week for internal review and concurrence. A total of twenty-seven regulations originated by Logistics Office are being routed internally.

(b) Status of Slotting Against New T/O (continued item)

Slotting of employees against the new T/O is 90% complete.

(c) Career Service Board (continued item)

A roster has been submitted to CIA Career Service Board designating career planning responsibilities for all employees on Logistics Office T/O as of 24 April 1953.

A draft memorandum on Statement of Policy and Objectives, Logistics Career Service has been prepared.

2. PROJECTS AND STUDIES IN PROGRESS

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(a) Use of [REDACTED] Bills of Lading (continued item)

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Representatives of the Comptroller and Logistics Office met with the [REDACTED] on 25 May 1953 to implement the proposal for use of [REDACTED] Bills of Lading.

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The [REDACTED] is presenting the proposal to cognizant [REDACTED] officials.

(b) Internal Security (continued item)

It is expected that the Internal Security procedure will be published during the coming week.

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(c) Covert Vehicle Branch (continued item)

Study is still being conducted by the O&M staff.

(d) Basic Logistics Course (continued item)

Have now received the essential draft of the course outline as it pertains to procurement activities.

(e) Logistics Office Travel Instruction

A Logistics Office Travel Procedure has been submitted by O&M Service and will be issued after coordination within this Office.

3. OTHER ITEMS OF INTEREST

(a) Classification of Logistics Positions (continued item)

Final grades have been resolved in all of the "doubtful cases", the positions which have temporarily been given dual grades on the new T/O, for C&R Division. Position information has been submitted to ~~Classification~~ <sup>and</sup> Wage Division for the dual grade positions in Procurement Division of the Office of the Chief.

(b) Training Budget Requirements (continued item)

Training requirements for fiscal year 1954 - 1955 were received from divisions for inclusion in Logistics Office Training Requirements, to be submitted to the Office of Training.

(c) Agency Regulations

Staff and Division personnel should discuss their comments on proposed Agency regulations with the individual who initiated them. Attached to each proposed regulation is a ditto'd sheet indicating the individual to be contacted. This will expedite handling and decrease the time that is now required for internal concurrence.

5. MAJOR OBJECTIVES

(a) Career Service Program (continued item)

No change.

(b) Logistics Office Training Program (continued item)

No change.

(c) Identification of Logistics Positions (continued item)

Roster of Logistics positions in other Agency offices should be received approximately 15 June indicating all logistics employees in the Agency.

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